AMENDED 12-09-2008 TO ADD GRADE LEVEL 5

ISSUE DATE: December 5, 2008   Recruiting Bulletin No. 3199-08-96 (I)
CLOSING DATE: December 22, 2008

INFORMATION TECHNOLOGY SPECIALIST   **Salary Range:**
GG-2210- 05/07/09/11/12   **GG-05: $31,787**
                                                             GG-07: $44,897
                                                             GG-09: $52,927
                                                             GG-11: $59,222
                                                             GG-12: $69,845

NUMBER OF POSITIONS: Few – Positions are located at the Regional Census Center in Lakewood, CO.

EXCEPTED SERVICE APPOINTMENT: This bulletin will be used to fill several positions beginning January 5, 2009, with varying time frames.   Positions will last anywhere from 6 to 13+ months.   All appointments will initially be made for 13 months, but may be of lesser duration based on funding/workload needs. Extensions up to 9/25/2010 will be determined on an as-needed basis.

WHO MAY APPLY: Current Census Employees within the Denver Region who are serving on an appointment of longer than one year (i.e., time-limited, indefinite, or competitive) appointment Note: all current employees on a less than one year appointment such as LCO employees must apply to the external posting.

Note: Time- in- grade (TIG) requirements apply. Time in grade means you must have completed one year at the GG-6 in order to apply. If you do not meet TIG, please apply to the external bulletin.

Payment of Relocation Expenses IS NOT authorized.

DUTIES: This position has primary responsibility for Help Desk work. Has responsibility for management and maintenance of the Bureau of the Census (BOC) Local Area Network (LAN) in the Regional Census Center (RCC). Manages the users of the system, creating and deleting users as appropriate, providing access rights to applications, files and system devices. Troubleshoots hardware and software problems and resolves them if possible, initiates problem resolution procedures as necessary. Will assist with installation of the BOC LANs and PCs in the RCC. Will manage the inventory of all the hardware and software on the BOC LAN. Conducts feasibility studies and recommends course of action. Reviews processes required in support of the computer effort in order to organize work processes and problems for computer solution. Oversees the creation of general utility routines and systems and independently develops the more complex routines and detailed sequences of internal program logic by coding, testing and debugging. Provides user training.

EVALUATION CRITERIA: candidates will be evaluated on the extent and quality of their experience, education, and accomplishments as related to the following elements. Your responses to these elements will be evaluated independently from your resume/application. Your application **WILL NOT** be considered if you do not provide responses to the Evaluation Criteria. **Provide detailed and specific examples of your experience for each of the following:**

1. Experience with system management responsibilities of a Local Area Network (LAN) connectivity and network operating systems.
2. Experience with the design, implementation, backup, security and contingency planning, resource allocation of disk and users, installation of LAN hardware and operating system software.
3. Experience using and supporting Novell's Netware 5.x, 6.5, MS Window Server 2003 and MS Windows XP desktop, experience supporting PC hardware and COTS software such as MS Office suite and Lotus Notes e-mail, demonstrated knowledge or experience working with Novell eDirectory and MS Active Directory.

QUALIFICATIONS: You may qualify based on experience OR education, or a combination of both.

GG-5: Experience: Three years of general experience that provided a basic knowledge of data processing functions and general management principles that enabled the applicant to understand the stages required to automate a work process.
Education: Four year course of study leading to a bachelor's degree with major study in computer science, information science, information system management, mathematics, statistics, operations research, engineering, or course work that required the development of adaptation of computer programs and systems and provided knowledge equivalent to a major in the computer field.

GG-7: Experience: Applicant must have one year of specialized experience equivalent to the next lower grade in translating detailed logical steps developed by others into language codes that computers accept, operating computer consoles, scheduling the sequence of programs to be processed by computers, and preparing documentation on cost/benefit studies including summarizing the material and organizing it into logical fashion. OR
Education: One full year of graduate education (or superior academic achievement at the undergraduate level) with major study in computer science, information science, information system management, mathematics, statistics, operations research, engineering or course work that required the development or adaptation of computer programs and systems and provided knowledge equivalent to a major in the computer field.

GG-9: Experience: Applicant must have one year of specialized experience equivalent to the next lower grade that demonstrated knowledge of computer requirements and techniques in carrying out project assignments which involve the development of minor modifications to parts of a system, analyzing the interrelationships of pertinent components of the system; planning the sequence of actions necessary to accomplish the assignment. OR
Education: Two full years of progressively higher level graduate study or a master's degree in one of the following majors: computer science, information science, information systems management, mathematics, statistics, operations research, engineering, or another major which provided knowledge equivalent to major in a computer field.

GG-11: Experience: Applicant must have one year of specialized experience equivalent to the next lower grade that demonstrated knowledge of computer approaches, techniques, and requirements appropriate to an assigned computer application area, planning the sequence of actions necessary to accomplish the assignment where this entailed coordination with others outside the organizational unit and development of project controls, adapting guidelines or precedents to the needs of an assignment. OR
Education: Three full years of progressively higher-level graduate education leading to a Ph.D., or equivalent doctoral degree with major study in computer science, information science, information systems management, mathematics, statistics, operations research, engineering, or course work that required the development or adaptation of computer programs and systems and provided knowledge equivalent to a major in the computer field.

GG-12: Experience: Applicant must have one year of specialized experience equivalent to the next lover grade that demonstrated accomplishment of computer project assignments that required a wide range of knowledge of computer requirements and techniques that include analyzing a number of alternative approaches in the process of advising management concerning major aspects of ADP system design such as system inter-relationship, operating mode, system software, and/or equipment configuration.

Education: No substitution of education for experience is permitted.

If you are using education to qualify for a position, you **MUST** submit a copy of your college transcripts or a listing of college courses showing course number, title, grade, type (semester/quarter), and number of credit hours. Applicants selected for the position will be required to supply original transcripts.

 For further information on this vacancy, contact Dulcy Hernandez, Human Resources Specialist, (720) 533-4120.
HOW TO APPLY:

STEP 1. Each applicant must submit a **separate** completed Optional Application for Federal Employment (OF-612), **OR** a resume for **EACH GRADE LEVEL FOR WHICH YOU ARE APPLYING**. List your work duties and accomplishments relating to the job for which you are applying.

Within the application or resume, **you must provide the following information** in order to evaluate your qualifications and determine if you meet legal requirements for Federal employment. Failure to provide this information may result in loss of consideration.

-Recruiting Bulletin number, title, and lowest grade acceptable

-Full name, mailing address (including zip code) and day and evening phone numbers (with area code).

-Social Security number

-Country of citizenship (**this Federal job requires U.S. citizenship).**

-Veteran's Preference – Applicants claiming 10-point veteran's preference MUST submit the SF-15, Application for 10-Point Veteran Preference, with the required proof (i. e., statement from the Department of Veterans Affairs) and the latest copy of the DD-214, Certificate of Release or Discharge from Active Duty. Applicants claiming 5-point veteran's preference must submit a DD-214 to receive preference.

☐   Highest Federal civilian grade held (if applicable)

☐   Highest education level achieved. Specify: name, city, state, zip code (if known), date or expected date (month/year) of completion of degree requirements, type of degree received, and graduate of foreign universities must include proof of foreign education equivalency to an accredited U.S. college/university.

-To qualify based on education, submit a copy of your college transcript, along with your application.

-Paid and non-paid work experience related to the position. For each work experience include: job title, series/grade (if Federal employment), duties and accomplishments, employer's name and address, supervisor's name and address, starting and ending dates, hours per week, salary, and indicate if we may contact your current supervisor/employer.

-Job-related: training courses (title and year), skills (eg. other languages, typing speed, computer software/hardware, tools, etc.) certificates/licenses (current), and honors, awards, and special accomplishments (eg. publications, memberships in professional societies, etc.).

-Use of any Government agency envelopes to file job application is a violation of Federal laws and regulations. Applications submitted in Government envelopes or sent from a Government FAX machine will not be accepted.

-Individuals with a disability may request reasonable accommodations by calling (720) 533-4120.

STEP 2. SUBMIT EVALUATION CRITERIA: Candidates will be evaluated on the extent and quality of their experience, education, and accomplishments as related to the elements listed under Evaluation Criteria. **To be considered, applicants must submit a separate, individual statement addressing the EVALUATION CRITERIA listed on Page 1 of this Recruiting Bulletin.**

STEP 3. SUBMIT YOUR APPLICATION(S): Complete applications package (consisting of the resume or OF-612, evaluation criteria statements, and OF-306 which can be downloaded from our website) must be submitted to:

U.S. Census Bureau
Denver Regional Census Center (RCC)
6950 W. Jefferson Ave., Suite 250
Lakewood, CO 80235-2032
ATTN: Dulcy Hernandez, Human Resources Specialist

Complete a separate application for each position and grade level for which you are applying and submit to the address above.

CONDITIONS OF EMPLOYMENT:

-This is a Mixed-Tour work schedule that may be changed from full-time, part-time, or intermittent to accommodate workloads.

- Candidates selected for these positions must sign agreements outlining the conditions of employment prior to the appointment.

- You will be required to complete a Declaration for Federal Employment (OF-306) to determine your suitability for Federal employment and to authorize a background investigation. You will also be required to sign and certify the accuracy of all the information in your application. If you make a false statement in any part of your application, you may not be hired, or you may be fired after you begin work; or you may be fined and jailed.

-If selected, male applicants born after 12/31/59 must confirm their selective service registration status. Certification forms are available at most Federal agency personnel offices or from the U.S. Office of Personnel Management.

-Public law requires all new appointees to present proof of identity and employment eligibility (e.g., U.S. citizenship).

For further information on this vacancy, contact Dulcy Hernandez at (720) 533-4120.

<div align="center">

THE U.S. DEPARTMENT OF COMMERCE IS AN
EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

</div>

ALL QUALIFIED APPLICANTS WILL BE CONSIDERED REGARDLESS OF AGE, RACE, COLOR, SEX, CREED, NATIONAL ORIGIN, LAWFUL POLITICAL AFFILIATION, DISABILITY, MARITAL STATUS, AFFILIATION WITH AN EMPLOYEE ORGANIZAION, SEXUAL ORIENTATION, OR OTHER NON-MERIT FACTOR.